

~~SECRET~~
SECURITY INFORMATION

20 May 1953

MEMORANDUM FOR: Chief, Classification and
Wage Administration Division

SUBJECT: Change in EE Division Headquarters T/O

1. It is requested that the following change in the EE
Division Headquarters T/O be authorized:

EE [REDACTED]

25X1A

From: Messenger, CPC-110-3-14
To: Clerk-Courier, GS-301-3

25X1A

2. This request is based upon the fact that while the EE
Division had originally requested the allocation of a Messenger
position in the [REDACTED] time has proven that this Section
requires a small amount of delivery and pick-up service. As a
result the day-to-day duties of this position do not require the
services of a full time Messenger.

3. The proposed position will include a variety of clerical
duties, in addition to special courier deliveries. It is our firm
belief that the nature of these clerical duties will be such as
would preclude their performance by a person classified in the
Crafts, Protective, and Custodial Schedule.

[REDACTED]
EE/ADMIN

25X1A9a